

MONTHLY CIVIL CASE REPORTING FORM
Reporting on Actions for Offenses and Quasi-Offenses
(La. R.S. 13:4688 and Part G, Section 13, La. S. Ct. General Administrative Rules)

PLEASE COMPLETE, SIGN, AND RETURN ON OR BEFORE THE 10TH
OF EACH MONTH EVEN IF NO SUITS ARE FILED OR COMPLETED

Judicial Administrator, Supreme Court of Louisiana
400 Royal Street, Suite 1190 New Orleans, LA 70130-8101
ATTENTION: Debra Longino-Scott

Make checks payable to: "LOUISIANA SUPREME COURT"

PARISH: _____

The calendar month and year for which this remittance is made: _____

Number of civil damage suits filed during the month: _____

Number of Civil Case Reporting Cover sheets received during the month: _____

Number of suits in which a civil case cover sheet was not submitted: _____

(Attach a copy of the petition for each suit in which a cover sheet was not submitted so the Supreme Court can follow-up with the attorney of record or self-represented litigant in the case.)

Number of suits for which remittance is made (should be the same as the number of suits filed): _____

Check Number(s): _____ Amount of Payment: _____

Number of bench or jury civil trial judgments that became final during the month (attach a copy of each): _____

I, _____, do hereby submit, as required under LA. R.S. 13:4688 and Part G, Section 13, Louisiana Supreme Court General Administrative Rules:

1. All Civil Case Reporting Part A Cover Sheets submitted for each lawsuit filed in this court for damages arising from an offense or quasi-offense during the month; (La. R.S. 13:4688 and Rule G, Section 13, (a));
2. A copy of the petition for all suits arising from an offense or quasi-offense filed in this court during the month in which a Civil Case Reporting Cover sheet was **not** submitted;
3. The \$5.00 processing fee, taxed as costs of court, for each suit filed in this court during the month for damages arising from an offense or quasi-offense;
4. Copies of all judgments that became final during the prior month, in each action for damages for offenses or quasi-offenses in which a bench or jury trial was commenced; (Rule G, Section 13, C).

I do hereby certify that the above represents, to the best of my knowledge and belief, a true and accurate accounting of the cover sheets received, and a true and accurate accounting of the number of offense or quasi-offense processing fees obtained by the Court, during the calendar month specified.

Signature

Name (please print or type) Email address

Title Telephone number